**Competency Assessments**

**Project 8-1: House for Sale**

**In your position at Tech Terrace Real Estate, you are asked to add a photo to a flyer that advertising a house for sale and format it attractively.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *tech\_house*** from the data files for this lesson.

**2.** Place the insertion point on the fi rst line of the document.

**3.** On the Insert tab, in the Illustrations group, click **Picture**.

**4.** Navigate to the data files for this lesson and select the **housephoto** file.

**5.** On the Format tab, in the Size group, click the **Crop** button.

**6.** Click the bottom-right cropping handle and drag up until the sidewalk is outside the selection area and release the mouse button to crop out the sidewalk.

**7.** On the Format tab, in the Picture Styles group, click the **More** button.

**8.** Click **Center Shadow Rectangle** in the gallery.

**9.** On the Format menu, in the Adjust group, click the **Color** button.

**10.** In the Recolor section, click **Sepia**.

**11. SAVE** the document as ***house\_flyer*** in your USB flash drive in the lesson folder and

**CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

**Project 8-2: CD Case Insert**

**Your friend’s birthday is coming up and you have decided to burn a CD of his favorite songs. Create an insert for the front of the CD case.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Create a new blank document.

**2.** Click the **Page Layout** tab, then click the **Size** button to open the Page Setup dialog box. Under the Paper size, change the width to **5”** and height to **5”**. Click **OK**.

**3.** Click the **Margins** tab in the Page Setup group, and then click **Narrow** margins.

**4.** On the Insert tab, in the Text group, click the **Text Box** button and select **Draw Text Box** from the menu.

**5.** Draw a square box **4”** x **4”** on the page at the margins, leaving approximately half an inch of margin space on all sides.

**6.** On the Format tab, in the Arrange group, click the **Position** button and select **Position in Middle Center** with **Square Text Wrapping**.

**7.** Click the **Shape Fill** button and select **Picture** from the menu. Double-click the **Public Picture** folder, select **Desert**, and click **Insert.**

**8.** Click outside the text box.

**9. SAVE** the document as ***cd\_insert*** in your USB flash drive in the lesson folder.

**10.** At the blank line in the text box, key **My Favorite Tunes** and select the text.

**11.** On the Insert tab, in the Text group, click the **WordArt** button and select **Gradient Fill – Orange, Accent 6, Inner Shadow**.

**12.** In the Text group, click the **Text Effects** button, select **Transform**, then **Cascade Up**.

**13. SAVE** the document in your USB flash drive in the lesson folder and then close the file.

**PAUSE. LEAVE** Word open for the next project.

**Proficiency Assessment**

**Project 8-3: House for Sale Flyer**

**You need to make some additions and changes to the flyer completed in Project 8-1.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***house\_flyer*** you completed for Project 8-1.

**2.** Convert the picture to a SmartArt graphic and select **Titled Picture Blocks**. In the text placeholder, key **House for Sale**.

**3. SAVE** the document as ***house\_for\_sale*** in your USB flash drive in the lesson folder and close the file.

**PAUSE. LEAVE** Word open for the next project.

**Project 8-4: Happy Birthday Card**

**Create a birthday card for your friend.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Create a new blank document.

**2.** Change the orientation to **Landscape** with **Narrow** margins.

**3.** Key **Happy Birthday!** Insert WordArt with Gradient Fill – Purple, Accent 4 Refl ection.

**4.** Position the WordArt graphic Middle Center with Square Text Wrapping.

**5.** Change the Text Effects by selecting the **Shadow Effects** button and **Offset Top.**

**6. SAVE** the document as ***birthday\_card*** in your USB flash drive in the lesson folder and close the file.

**PAUSE. LEAVE** Word open for the next project

**Mastery Assessment**

**Project 8-5: Formatting a Flyer**

**A coworker at Keyser Garden & Nursery tried to create a sales flyer about roses, but was not familiar with formatting tools and ran into trouble. She asks if you can open the file and try to correct the problems and help format it.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *rose\_bushes*** from the data files for this lesson.

**2.** Use the skills learned in this lesson to correct the problems and format the document to look like Figure 8-50.

\* Soft edge oval around picture

**3. SAVE** the document as ***rose\_sale*** in your USB flash drive in the lesson folder and close the file.

**PAUSE. LEAVE** Word open for the next project.

**Project 8-6: Update the YMCA Newsletter**

**Now that you have improved your Word skills, update the YMCA newsletter created in an earlier lesson.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *ymcanewsletter*** from the data files for this lesson.

**2.** Apply WordArt for the Fall Soccer Registration heading, using Gradient Fill – Red, Accent 1. Change the shape fi ll to **red**. Apply the **Chevron Up** effects. Reduce font size to **16 pt**, and position as shown in Figure 8-51.

**3.** Create a **drop cap** for the Mother’s Day Out article and the Get Movin’ Challenge article. Change the color of the drop cap to **red**.

**4.** Replace the title of the newsletter with the Transcend Sidebar. Key the title in the sidebar and change the text color to **red**. Change font size to **36 pt**, **center**.

**5.** Replace the membership box in the lower-right corner with the **Transcend Quote** text box. Change the text color to **red**.

**6.** The newsletter should fit on one page.

**7. SAVE** the document as ***ymca\_newsletter\_final*** in your USB flash drive in the lesson folder and close the file.

